

Job description checklist

Please read the guidance on writing job description and use this checklist when writing or reviewing a job description.

Layout and context

- The latest template has been used and followed (found on the HR Support website)
- The generic job descriptions were checked (and used if applicable)
- Contextual information on the University, division (optional) and department is provided
- The overview of the role provides a succinct statement as to why the job exists

Duties and related information

- Includes approximately 10 responsibilities
- The responsibilities listed are specific and clearly described
- Covers all the relevant HERA elements
- Does not include any unnecessary jargon, acronyms, or abbreviations
- If applicable, the Occupational Health Service 'hazards and safety-critical duties checklist' was used and any hazardous duties or activities regarded as safety-critical, eg direct contact with patients, handling blood products, or work at heights / lifting heavy weights etc are listed
- If applicable, lists any duties associated with additional pre-employment screening, eg duties that either require criminal record checks or security screening
- Uses non-discriminatory language, eg avoid terms such as 'young', 'strong', 'healthy/fit' etc
- Describes any physical demands, for example, 'able to lift heavy boxes, and push a trolley around a building on three floors', so that candidates can assess whether they could meet this criterion.
- The job description content complies with the University's house style
- Written in complete sentences that are simple in structure and omit unnecessary words that do not contribute the relevant or essential information
- Selection Criteria (flow directly from the list of duties)
- The criteria are:
 - Specific
 - Measurable
 - Realistic
 - Non-discriminatory
 - Unambiguous
- Accurately differentiate between essential and desirable criteria (if applicable)

Other

The advice in 'Tips on writing job descriptions and adverts' has been followed

If hazardous/safety-critical duties or duties associated with additional pre-employment screening were identified, lists the type of pre-employment checks required, eg DBS checks